

BUSINESS VENDOR

Copa Color Run & Food Truck Festival 2016 – Saturday, February 20, 2016

Copper Sky Regional Park

Load-in Time: 11:00 am

Event Time: Business vendors should have their event space ready by 12:30 pm as pre-registration begins at 12:45 pm.

Race starts at 2:00 pm and festivities will end around 5:00 pm.

PLEASE COMPLETE AND RETURN THIS FORM FOR PROCESSING. Acceptance is subject to the approval of the Community Services Department. It is very important that this form be complete and accurate. You are responsible for the information in the confirmation packet and must follow all the rules and regulations in order to participate in the event. The confirmation packet will have details pertaining to load-in times and locations. The confirmation materials specify that you will be held responsible for the clean up of your booth space and could be fined up to \$100 if trash is left in your area or the space/turf is damaged. By returning this vendor request form you agree to abide by all the rules and conditions set forth by the City of Maricopa.

BUSINESS VENDOR FEE: \$20

**Note: All vendor spaces are 12' x 12 sections.*

ELECTRICITY: Limited outlets are available and subject to availability. If you require electricity, please contact us for rates.



VENDOR INFORMATION

Vendor Name:	
Food Type:	
Address:	
City, State & Zip:	
Contact Name:	
Phone:	
Cell:	
Fax:	
E-mail Address:	
Arizona State Sales Tax #	<i>All vendors are responsible to submit Arizona State Sales Tax when applicable.</i>
City of Maricopa Business License #	<i>All vendors are responsible to submit a City of Maricopa Business License number when applicable.</i>
Type of Setup or Equipment Used (tent, table, cart, trailer, propane, etc.):	

BOOTHS: If you are approved by the Community Services Department, every effort will be made to provide you with the amount of booth space requested on the application. Standard booth space is 12' x 12' and includes only the space. Tents and other equipment including tables, chairs, extension cords, and/or fire extinguishers are the vendors responsibility. If you require additional space, please specify here. Violations in space requirements could lead to your being asked to leave the event. Booths must be cleaned and completely removed from the site no later than 7:00 p.m.

Tents have to be tied/weighed down. For additional information, please refer to the Special Event Tents & Canopies reference sheet.

Special Space Requirements:	<i>May result in additional fees. Location and/or placement at the event is determined by the Special Events committee.</i>
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PARKING & STAFFING FOR YOUR BOOTH:

Including trailers, parking is reserved to a specific area at the event.

Please note: Your booth should be adequately staffed to avoid long lines. Remember, these are condensed events. Many event patrons will be arriving at the same time and most will stay for the duration of the event.

RULES & REGULATIONS

USE OF VENDOR BOOTH SPACE: No vendor shall sub-lease or share the assigned space. All demonstrations, sales and/or promotional activities, and distribution of merchandise, flyers, and promotional materials shall be confined to limits of the vendor space.

INSURANCE: All vendors must provide a Certificate of Insurance with liability limits of 1 million naming the City of Maricopa as additionally insured. Note: If you have a general insurance policy for your company, please provide us a copy of that. Proof of insurance must be on file in our office **two weeks prior to the event**. If not received by due date your event space will be made available to other vendors. Fax insurance to (520) 316-5544, attention Community Services Department OR mail to:

**City of Maricopa
Community Services Special Events
39700 W Civic Center Plaza
Maricopa, AZ 85139**

HEALTH REGULATIONS: All food, beverage and snack vendors are responsible for being aware of and in compliance with all Pinal County health regulations. A completed Pinal County Temporary Food Booth Application is required. If you have any questions, please contact the Pinal County Health Department at (520) 866-6807.

CITY OF MARICOPA LICENSING REQUIREMENTS: All potential vendors for any City of Maricopa Special Events must have a valid City of Maricopa business license on file a minimum of three weeks prior to the event date. If you are unsure on the status of your business license, please contact the City of Maricopa at (520) 568-9098. **No exceptions to this policy.**



VENDOR WAIVER

_____ **INITIAL HERE:** I understand that any items not on the Vendor Application or attached list cannot be sold.

I, (print your name) _____ as the authorized agent for the above named organization agree to hold the City of Maricopa harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment, or personal property which I may have on the grounds of a City of Maricopa special event. I also understand that the City of Maricopa will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of event patrons. I also certify that the above named organization is in compliance with all State health and tax regulations and if applicable, operations are appropriately permitted by Pinal County. All requests are subject to acceptance by the City of Maricopa Community Services Department and their decision is final. I understand that my signature holds me responsible for the information included in all pages of this request. Any booth cancellations of the event will not be refunded and no negotiations will be made outside of this agreement.

I understand that this is a request form only until signed by a City of Maricopa Special Event staff person. Once this form is signed by both parties it will be considered a binding agreement.

By signing below I agree to abide by the rules and conditions set forth by the City of Maricopa.

VENDOR SIGNATURE:		DATE:	
CITY OF MARICOPA:		DATE:	

DROP-OFF FORM AT:

City Hall
39700 W Civic Center Plaza
Maricopa, AZ 8

FAX TO:

(520) 316-5544

MAIL TO:

City of Maricopa
Community Services Special Events
39700 W Civic Center Plaza
Maricopa, AZ 85138

FOR QUESTIONS, PLEASE CONTACT:

Karie Karpes
Recreation Specialists – Events & General
(520) 316-6848
karie.karpes@maricopa-az.gov

FEE STRUCTURE – WAIVED FOR THIS EVENT	FOR OFFICIAL USE ONLY
<p>Booth Fee: \$: 20.00</p> <p>Total Amount Due: \$ _20.00</p>	<p>Date Received _____ Staff Initials _____</p> <p>Accepted: YES NO Reason: _____</p> <p>Date Notified: _____</p> <p>Location: _____ Booth #: _____</p> <p>Insurance Received: _____ Health Received: _____</p> <p>Payment Received: _____ Receipt #: _____</p>